

Instructions for ITARMI Invoicing Process

Purpose

To standardize the invoicing process for engineers through the use of verified statements in the Itarmi mobile app.

Policy

- Invoices must be based on system-generated Statements of Work Completed, available in the mobile app.
- Each statement includes all assignments, overtime, and expenses for a given period, verified and signed by both the engineer and the customer.
- Statements are generated weekly by default. If you invoice monthly, your account will reflect this.
- Only **invoice per statement**—individual assignment invoices are not accepted.

Accessing Statements

- The app displays a list of your statements (Figure 1) and detailed views of each (Figure 2).

Note

- **Failure to follow this process may result in delayed or rejected payments.**
- **Do not submit invoices using statement IDs while they are in the “Next” status. Altering the “Next” portion to make a statement appear “Ready” will not expedite payment.**
- **Invoices should only be submitted once a statement is officially in the “Ready” status. At this stage, the statement will have a new, correct ID.**
- **Using outdated or incorrect IDs makes it impossible for Finance to locate statements, causing unnecessary delays in payment processing.**

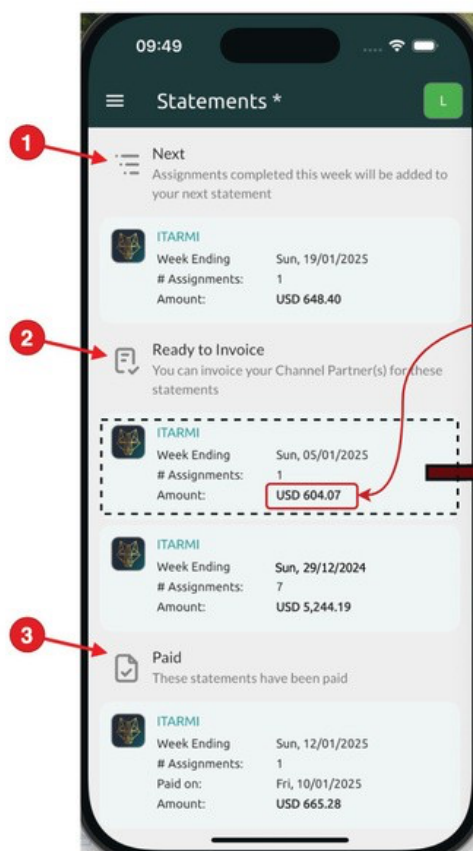


Figure 1 - listing of all statements

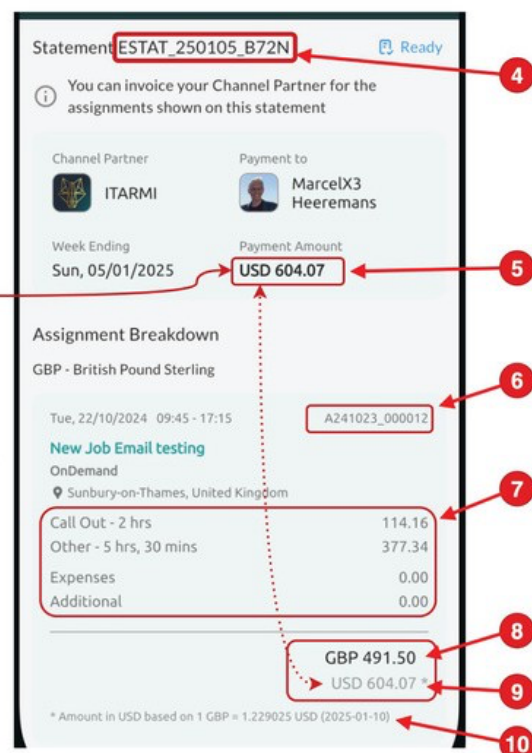


Figure 2 - content of a single statement

IMPORTANT - please note that whilst this document describes the process for weekly statements, the process for monthly statements and invoicing is identical.

On the main statements screen in figure 1, all your completed work is shown in weekly statements which are grouped by 'status'. These can be:

Next (1) Shows all assignments you have completed in the current week. This section will update when an assignment you are currently working on completes and gets verified by us.

Ready to Invoice (2) This section shows all statements for assignments that have been completed and verified by us and are now ready for you to invoice us for.

Pending Payments (Not displayed in figure 1) Displays any statements that have been authorised and are awaiting payment by the partner.

(3) This section shows all statements that you have invoiced us for and which we have paid.

(4) The unique Engineer Statement ID that you should reference on your invoice.

(5) The total amount in your chosen currency for that statement. Ensure you have selected the currency you wish to get paid in and provide accurate bank details in the mobile app!

(6) The actual Assignment ID this payment refers to. You should have all details on your app for that assignment, including expenses and sign-off signatures.

(7) Details of the number of hours you worked and any expenses that were agreed.

(8) The total amount the assignment paid you in the currency of the assignment which might differ from your chosen currency to be paid in. (as is the case here; the assignment itself will have paid you GBP 491.50. At the time of the assignment being verified by us that amount will be converted to your local currency (USD 604.07).

(9) The converted amount you can invoice us for.

(10) The exchange rate (if applicable) used at the time of conversion.

How to invoice ITARMI from now on

You can choose whether to invoice us for just a single statement or to wait until a number of statements have been generated and then invoice us for multiple statements. Your invoice should be for the total amount in your local currency, as specified on the statements.

The most important thing is that your invoice contains references to the statements and **NOT** assignments that you have been working on.

You must ensure that your invoice reference and total amount exactly match the Statement Reference and Total Amount shown on your app statement. If the reference and amount do not match, your invoice will be rejected.



TAX and VAT

Engineers are **not** expected to add any taxes (local, federal or others) to the total of the statement amounts.

The exception to this rule is engineers who are **registered for VAT in the UK** and who can **supply a registered VAT number**.

Again, any other taxes that you might be liable for cannot be added to your invoice **without prior approval** from us; your invoice will be rejected if these are added otherwise.

Invoice Template

You may use your own invoice format or utilize Itarmi's provided template.

Access and download the template here: [ITARMI Invoice Template](#)

Example Invoice

Engineer Mr. Kenneth Clarck wishes to create an invoice for the two statements that are in 'Ready to Invoice' status (**see figure 1 that shows these two statements**). Invoices should be submitted in electronic format (preferably a pdf document) to **ITARMI** by email to: engineer-invoices@itarmi.com

A sample invoice (yours will differ) is shown in figure 3 below.

Invoice to:	Invoice from:
ITARMI Limited	Kenneth Clarck
Manor House, 19 Church Street, Leatherhead, KT22 8DN United Kingdom	120 Remsen Street, Brooklyn Heights Brooklyn, 11201 United States
	Invoice Date: 18 Jan 2025
	Our Ref. KC-0001
	VAT number GB123456789
ESTAT_250105_B72N 1 assignment w/e 05/01/2025	USD 604.07
ESTAT_241229_PB90 7 assignments w/e 29/12/2024	USD 5,244.19
Total	USD 5,848.26
Please make any payments to:	
Kenneth Clarck Bank Of America, 115W 42nd St, New York, NY 10036, United States Sort Code: 16-50-50 Account number: 5900023	

Figure 3 - sample invoice from fictitious engineer Kenneth Clarck



- (1) The full name and address of the partner you wish to invoice (**ITARMI** in this case)
- (2) Your full name and address details (including company details if operated as such)
- (3) **OPTIONAL** - If you are a UK VAT registered company, you can add VAT to the amount you are invoicing ITARMI for. In those cases, do ensure to provide ITARMI with a valid VAT number that should look like 'GB123456789'
- (4) **ONLY** statement IDs that are in the 'Ready to Invoice' section should be invoiced for
- (5) The total amount in your currency that you invoice ITARMI for (this should be the total of each statement you have referenced in (4))
- (6) Details of the account where payment should be made into. **NOTE** - you should have entered these details in the app which should match with your invoice. Ensuring correct details in the app is essential for automatic payment.

Timeline of statement creation

As mentioned before, statements are created either on a weekly or monthly basis.

For weekly statements:

Weekly statements are created every Tuesday evening and are available the following Wednesday when they appear in the 'Statements' tab on the mobile. This allows for any weekend work to be captured and allows us to verify the work completed.

To illustrate: say you have completed 5 assignments from Monday 13th till Friday 17th of January 2025. As each of these assignments are verified by us they will be shown in the 'Next' statement, this is just for you to monitor and keep track of work you have done.

Then on the following Wednesday (22nd of January) a new 'Ready to Invoice' statement is created and made available for you.

For monthly statements:

Monthly statements will automatically default to five (5) days before the end of the month and become available the following day when they appear in the 'Statements' tab on the mobile app. Engineers can adjust their payment date, allowing them to set to their preferred payment schedule prior to month end. It is essential to:

- Agree your preferred payment schedule with ITARMI.
- Get all work, including overtime and expenses, approved before the cut off date.

To illustrate: you are working every day as a contractor where every day represents a single assignment. As each of these assignments are verified by us they will be shown in the 'Next' statement, this is just for you to monitor and keep track of work you have done.

If this month has 31 days, then on the evening of the 26th a new '**Ready to Invoice**' statement is created and made available for you containing all verified work including overtime.

REMEMBER:

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